

ADOPTION ASSISTANCE PROGRAM

The Adoption Assistance Program provides financial assistance for certain expenses related to the adoption of an unrelated minor child.

WHO IS ELIGIBLE FOR THE ADOPTION ASSISTANCE PROGRAM?

Active Employees

All regular employees who work at least 20 hours per week and have completed one year of continuous service are eligible for the Adoption Assistance Program. Employees who are on a temporary assignment or a leave of absence are not eligible for this plan.

ENROLLMENT

You do not need to enroll for this program, but you must notify the Benefits Office in writing within 30 days of the time an adoption proceeding has commenced.

ADOPTION ASSISTANCE PROGRAM COVERAGE

Benefits Provided

The adoption assistance program provides eligible employees financial assistance (up to a maximum of \$5000 per adopted child) for certain expenses related to the adoption of an unrelated minor child under the age of eighteen (18). BNL spouses or same-sex domestic partners are eligible for a combined maximum reimbursement of \$10,000 per adopted child. The adoptive child may not be a relative or stepchild.

What Adoption-Related Expenses are Reimbursable?

The following expenses are reimbursable:

- Licensed adoption agency fees (including fees for placement and parental counseling).
- Legal costs (including attorney's fees and court costs).
- Charges for transportation to obtain physical custody of the adoptive child (including reasonable and customary travel expenses for both the adoptive parents and the adoptive child).

How to Request Reimbursement

To request a reimbursement for eligible expenses, you must submit a request for reimbursement form, itemized bills, proof of payment, and a certified copy of the judicial order of adoption to the Benefits Office within 90 days after the adoption is final. Financial assistance reimbursement will be made only after the adoption is final. Reimbursements are made directly to the employee, are considered taxable income, and are subject to withholdings at the time of payment.

MISCELLANEOUS

General Information

Additional information is available through the Benefits Office at (631) 344-2881.

Termination of Employment

Adoption Assistance Program benefits will cease on the earlier of the date your employment terminates or the date you are no longer eligible for coverage.